WESTERN AUSTRALIAN
Electoral Commission

Message from the Electoral Commissioner

The Elector Recording System (ERS) is based upon many years of development by the Western Australian Electoral Commission (WAEC) in using computers (netbooks) in polling places. It links to a central roll and allows faster issuing of votes by issuing officers, less paperwork for voters and faster end of day processing.

This election will increase the reach of the ERS to provide faster voting to more electors.

It is however important that you still ask the three questions and follow the instructions in your manuals carefully.

Warwick Gately AM

ELECTORAL COMMISSIONER

2013 State General Election

How to use this manual

The Elector Recording System (ERS) is an electronic roll look up and record system with live access to a central copy of the electoral roll at the WAEC. Issuing Officers are still required to check elector eligibility to vote and to issue ballot papers in the same way as electors who are manually recorded on a printed roll.

This manual only covers the operation of ERS. Before you read this manual you must have read the relevant Ordinary Issuing Officer, Declaration Vote Issuing Officer or Early Vote Issuing Officer manual.

You should have also watched the staff training DVD attached to the front of your manual, which contains a short film covering the set-up and use of ERS.

This manual is in three sections

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* Early Vote (in person) Issuing Officers refer to your manual for specific information about ERS forms.

Checklist 1 – Set-up (Manager and/or Issuing Officers)

Manager and/or Issuing Officer to open and arrange

- [ ] Open netbook box (break seals) **PP12**
- [ ] Secure netbook to desk using security leash (Code 0419)
- [ ] Connect power cables
- [ ] Use the tape provided to cover cables on exposed floor areas
- [ ] Arrange forms on desk
- [ ] Complete names on *Issuing Officer Computer Access Register* **PP78**
    - tear off and issue to Issuing Officer on morning of polling

Checklist 2 – Set-up (Issuing Officer only)

Issuing Officers (set-up)

- [ ] Turn on netbook (will take a few minutes)
- [ ] Secure security leash (code 0419) if not already attached
- [ ] Receive Username and Passwords from Polling Place Manager (on tear-off slip) **PP78**

Login to netbook

- [ ] Enter generic password (on tear-off slip) **PP78**
- [ ] Enter your ERS Username and Password (login on screen)
- [ ] Read use of roll conditions on screen
- [ ] Check correct user type on top of screen (Early, Absent or Ordinary)

Checklist 3 – End of Day and packaging

Record

- [ ] The following on *Netbook Report* **PP91** by pressing **F8**
  - netbook ID number (WAEC or VEC)
  - Total Votes Issued on Netbook
  - Total Votes Not Sent to Server

Log Off

- [ ] Press **F9**

Packing of netbook (Issuing Officer)

- [ ] Collect all contents to be placed in box **PP51**
- [ ] Place netbook/s and equipment back in box in correct order

Check, fasten and record (Manager)

- [ ] Forms **PP51** completed correctly
- [ ] Correct packaging of materials in box
  - place *Netbook Report* **PP91** (face-up) on top of power cable/s
- [ ] Record security seals and fasten lid, record on **PP51**
- [ ] Place **PP51** over **PP12** on the lid of the box

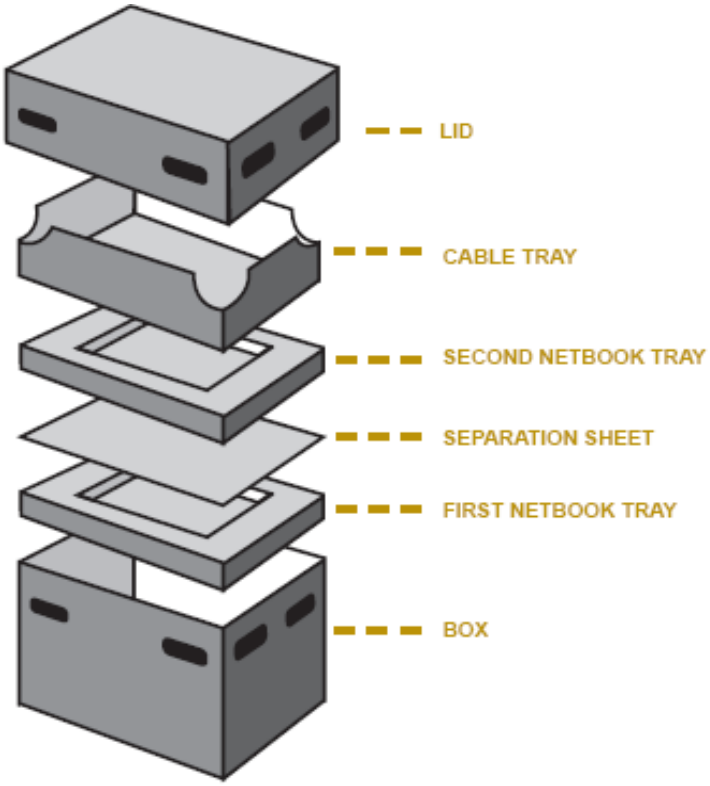
Secure

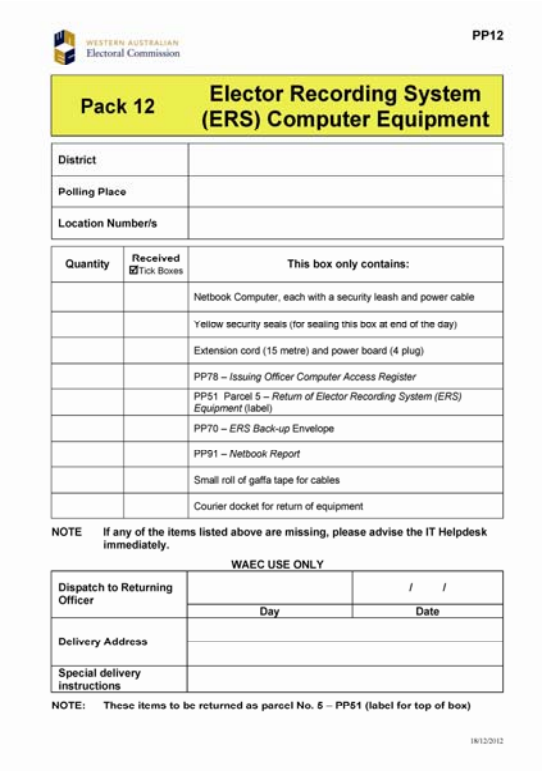
- [ ] Secure netbooks in preparation for return to Returning Officer

SECTION TWO – ERS User Guide

Check the contents of your netbook box against *Elector Recording System (ERS) Computer Equipment* **PP12**. Keep all box components (shown below) to repack at the end of polling.

What's in the box





WESTERN AUSTRALIAN Electoral Commission

PP12

Pack 12	Elector Recording System (ERS) Computer Equipment

District	
Polling Place	
Location Number/s	

Quantity	Received ☑Tick Boxes	This box only contains:
		Netbook Computer, each with a security leash and power cable
		Yellow security seals (for sealing this box at end of the day)
		Extension cord (15 metre) and power board (4 plug)
		PP78 – *Issuing Officer Computer Access Register*
		PP51 Parcel 5 – *Return of Elector Recording System (ERS) Equipment* (label)
		PP70 – *ERS Back-up* Envelope
		PP91 – *Netbook Report*
		Small roll of gaffa tape for cables
		Courier docket for return of equipment

NOTE If any of the items listed above are missing, please advise the IT Helpdesk immediately.

WAEC USE ONLY

Dispatch to Returning Officer		/ /
	Day	Date
Delivery Address		
Special delivery instructions		

NOTE: These items to be returned as parcel No. 5 – PP51 (label for top of box)

18/12/2012

Connect power

Attaching Security Cable

STEP 1

Attach to table leg by wrapping cable around leg and **placing lock through security cable loop.**

STEP 2

0
4
1
9

Enter code **0419,** ensuring that red mark is on correct side.

STEP 3

Netbooks labelled: **WAEC**

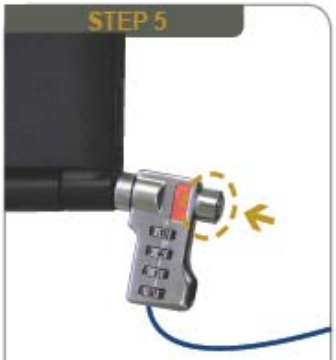
OR

Netbooks labelled: **VEC**

STEP 4

Pull back barrel to open lock teeth.

STEP 5

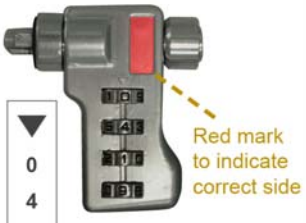


Push lock into laptop slot.
Push barrel back in.
Change combination to lock in place.

Align security lock teeth to security slot of netbook.

REMOVING

STEP 1



0
4
1
9

Enter code **0419,** ensuring that red mark is on correct side.

STEP 2

Pull back barrel to open lock teeth.
Pull lock back to remove lock from netbook.

STEP 3

Unwrap cable from around table leg and place back in netbook box.

To navigate and record

Issuing Officers need only use the following buttons to operate an ERS netbook. All other function keys and the mouse are disabled.

Navigation Keys

Tab to move to the next search field or the elector list

Enter to accept the details on screen

Down Arrow to move down the list of electors

Up Arrow to move up the list of electors

Four function keys

F2 to search

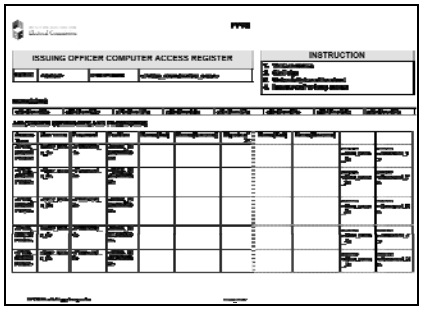
F4 for help

F8 to show end of day reports

F9 to log off

Usernames and Passwords

Manager records individual's name then provides *Username* and *Password*.



Manager writes staff name on form **PP78**, then provides the tear-off slip containing login details.

Issuing Officer to keep secure.

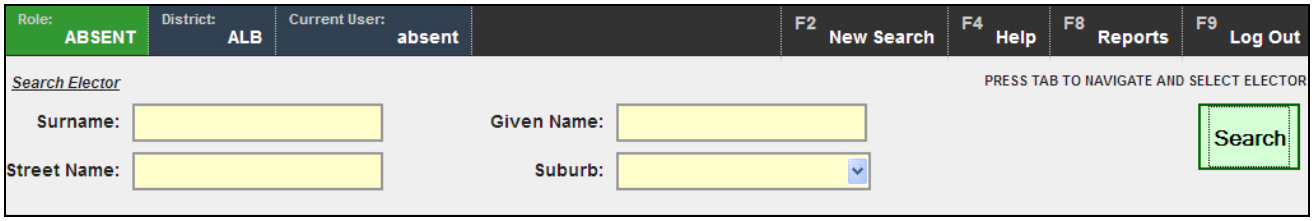
Turn the Netbook on and Login

1. Press *Power Button* in centre of display screen to turn netbook on.

2. At the first login screen, type in the generic password; press ***Enter***.

3. At second login screen type in your username; press *tab*; then type in your password, press *tab*; press ***Enter*.**

4. Check user type at the top, left of screen to ensure you are logged in the correct issuing officer (ordinary, absent or early). If not, advise your Manager to check the login issued to you.



5. Once logged in, read “Use of Roll Conditions” before proceeding.

Search for an Elector and Mark off the Roll

After you have asked the 3 compulsory questions (see page 12)

Press ***F2*** to search.

Enter the first 3 to 5 letters of the surname; press ***tab***; then 3 letters of the first given name; press ***Enter***.

Press ***tab*** to move to the list of names returned in the search.

Press ***Down Arrow*** to move down and ***Up Arrow*** to move up until the correct elector details are surrounded by a blue box on the screen.

Press ***Enter*** to select that elector.

Note: Type in the full surname and given names for common names to reduce the number of electors shown. A suburb or street name is rarely needed – may only be required for a very common name such as John Smith.

Confirm the elector name shown on the screen is correct.

Press ***tab*** until the "Select" button is green; press ***Enter*** to record elector as having been issued ballot papers.

Note:	If it is not the correct elector, tab to "Cancel" and press ***Enter*** to return to the search screen.

The screen message will tell you that the elector has been successfully marked off. Press ***Enter*** to close and start a new search screen.

Note:	Last elector marked off will appear at the bottom right of the next search screen. If you mark off an elector in error, follow the same process above, selecting **"Unmark**" instead of record.

Other screen messages

If an elector has already voted or been issued a postal vote, you will receive a screen message with instructions on what to tell the elector and how to proceed. Read and follow the instructions.

Troubleshooting

- Netbook fails to turn on – check power connections and setup before contacting the IT Helpdesk.
- Netbook display is blank – press the computer's power switch.
- Power failure – if there is a power failure the netbook will continue to operate on battery. Polling Place Manager in consultation with the IT Helpdesk determines if there is a need to revert to manually issuing votes.)

Elector Recording System (ERS) Computer Equipment **(PP12)** box contains an envelope labelled *ERS Back-up* (PP70).

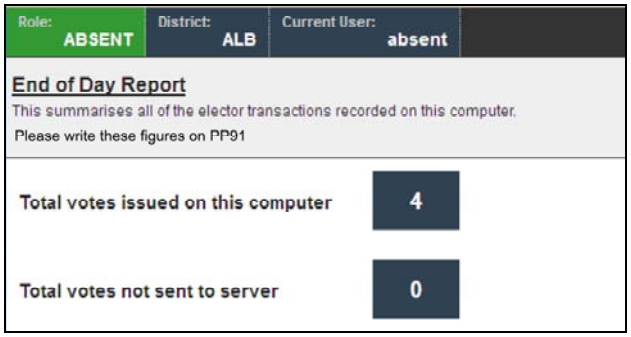
Only open envelope if instructed to by the IT help desk.

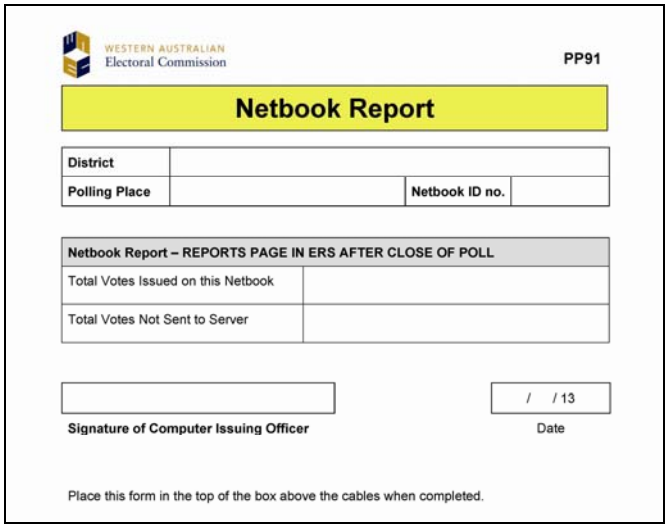
IT Helpdesk
Phone 08 9214 0419

End of Polling Procedures

Press ***F8*** to display reports.

Write the two numbers in the report against the corresponding field on the *Netbook Report* **PP91**.


Role: ABSENT
District: ALB
Current User: absent
End of Day Report
This summarises all of the elector transactions recorded on this computer.
Please write these figures on PP91
Total votes issued on this computer
4
Total votes not sent to server
0

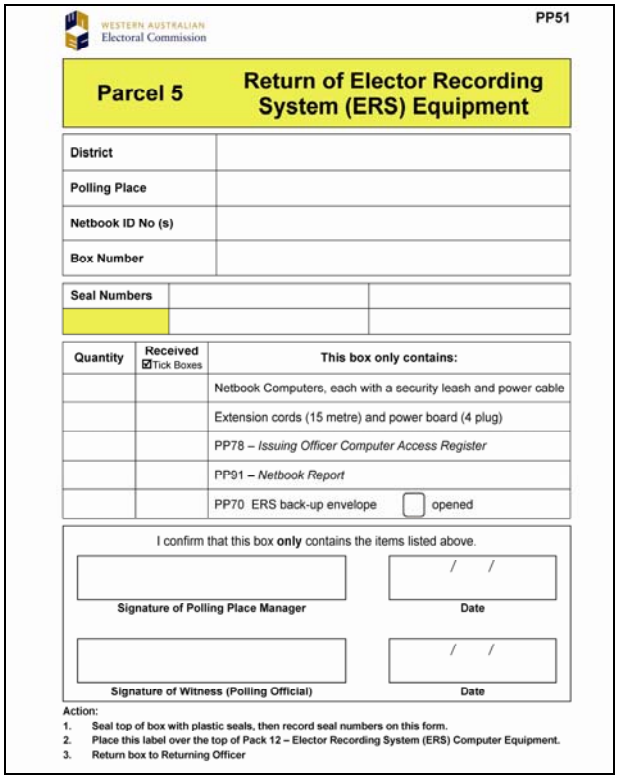

WESTERN AUSTRALIAN Electoral Commission
PP91
Netbook Report
District
Polling Place
Netbook ID no.
Netbook Report – REPORTS PAGE IN ERS AFTER CLOSE OF POLL
Total Votes Issued on this Netbook
Total Votes Not Sent to Server
Signature of Computer Issuing Officer
/ /13
Date
Place this form in the top of the box above the cables when completed.

Press ***F9*** to log off.

When your personal login screen appears, press the power button; when **Shut down** appears press ***Enter***.

Write the netbook ID no. (WAEC____ or VEC_____) on **PP51** and **PP91**.

Close the screen, disconnect all cables and repack the netbook in the original carton for return to WAEC.


WESTERN AUSTRALIAN Electoral Commission
PP51
Parcel 5
Return of Elector Recording System (ERS) Equipment
District
Polling Place
Netbook ID No (s)
Box Number
Seal Numbers
Quantity
Received ☑Tick Boxes
This box only contains:
Netbook Computers, each with a security leash and power cable
Extension cords (15 metre) and power board (4 plug)
PP78 – Issuing Officer Computer Access Register
PP91 – Netbook Report
PP70 ERS back-up envelope
opened
I confirm that this box only contains the items listed above.
Signature of Polling Place Manager
Date
Signature of Witness (Polling Official)
Date
Action:
1. Seal top of box with plastic seals, then record seal numbers on this form.
2. Place this label over the top of Pack 12 – Elector Recording System (ERS) Computer Equipment.
3. Return box to Returning Officer

Seal box and complete PP51

Only complete **PP70**, if in a rare instance you have been instructed by IT Help Desk to open the envelope.

Record seals on **PP51**, then affix **PP51** over the top of **PP12** on the top of the lid of the box.

Issuing votes

Check eligibility

Ask every elector the three compulsory questions

Question 1

Have you already cast an early vote for this election or already voted today?

If YES, the elector is not entitled to vote again.

If NO, then proceed with the next question.

Question 2

What is your full name?

Type in the first 3-5 letters of both the surname and given name of the elector. In the case of common names like John Smith type in the full name and ask the elector for his/her street name and enter that as well.

Question 3

Where do you live?

This question checks if the person has moved permanently from their enrolled address. If the elector has moved permanently and has changed district more than three months ago, he or she is not eligible to vote and should be provided forms to update their enrolment. On rare occasions, you will find two electors with the same name living at the same address. Select the first name if it is not already marked off.

Ordinary Issuing Officers

Issue the Legislative Assembly and Legislative Council ballot papers for elector to complete and place into ordinary ballot boxes

Declaration Vote Issuing Officers or Early Vote (in person) Issuing Officers

Locate correct ballot papers and district envelope, then ask elector to complete ballot papers and place them inside envelope before placing envelope into declaration ballot box.

Where two officers are working as a team on a netbook, the computer operator marks the elector off the roll and states the district name and the region name for the second officer to obtain the correct white district ballot paper, pink region ballot paper for the elector and corresponding white PP90 envelope. The elector is then given the ballot papers and envelope and directed to complete them according to the instruction on them then fold and insert the completed ballot papers in the envelope and deposit it in the declaration ballot box.

Scenarios when Issuing Votes

Different Address on Roll for Elector

Check if the elector recently moved from this address. The elector is entitled to a vote if he or she has lived either:

- at the enrolled address; or
- somewhere else within the same district, within the last three months.

Provide an *Enrol to vote or update your details* form.

If the elector has lived permanently for more than three months outside the district and has not updated their enrolment, they are no longer eligible to vote.

Hand the elector the *Re-enrolling After Moving* **PP21** card and briefly explain the situation.

Complete a *Certificate of Attendance at a Polling Place* **PP75** and then request the elector to complete a form.

> Note: "Unmark" an elector is only used where you have made an error in marking off the incorrect elector. Do not use it where two people claim to be the same person.

Address Replaced by Section 51B (Silent Elector)

Certain electors have only their names listed on the roll (silent electors). Their address will read 'Section 51B'. Ask the elector the first two compulsory questions. A silent elector may then answer 'Section 51B' or 'Silent Elector' in response to 'Where do you live?' Section 51B will be displayed on the search results screen. Complete the normal procedures for the issuing of ballot papers.

Postal voting package not received

An elector may have requested a postal voting package but not received it by polling day. They can choose to vote at the polling place. You can mark them off the roll and issue them a vote.

Name is on Electoral Roll Twice

Ask if two people with the same name live at that address. Issue a vote against one name only on the electoral roll. If only one person with that name lives at the address, record the duplication in a *Elector Information Report* **PP34**.

Name not on ERS roll

Refer to your *Issuing Officers Manual* for instructions regarding the use of:

- *Certificate of Attendance at a Polling Place*
- Provisional vote (Declaration Vote Issuing Officers)
- *Enrol to vote or update your details* form

SECTION THREE

ORDINARY VOTE ISSUING OFFICER (Alfred Cove, Bateman and Willagee only)

Materials

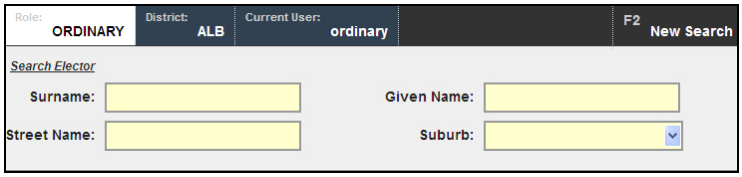
Western Australian Electoral Commission — PP5

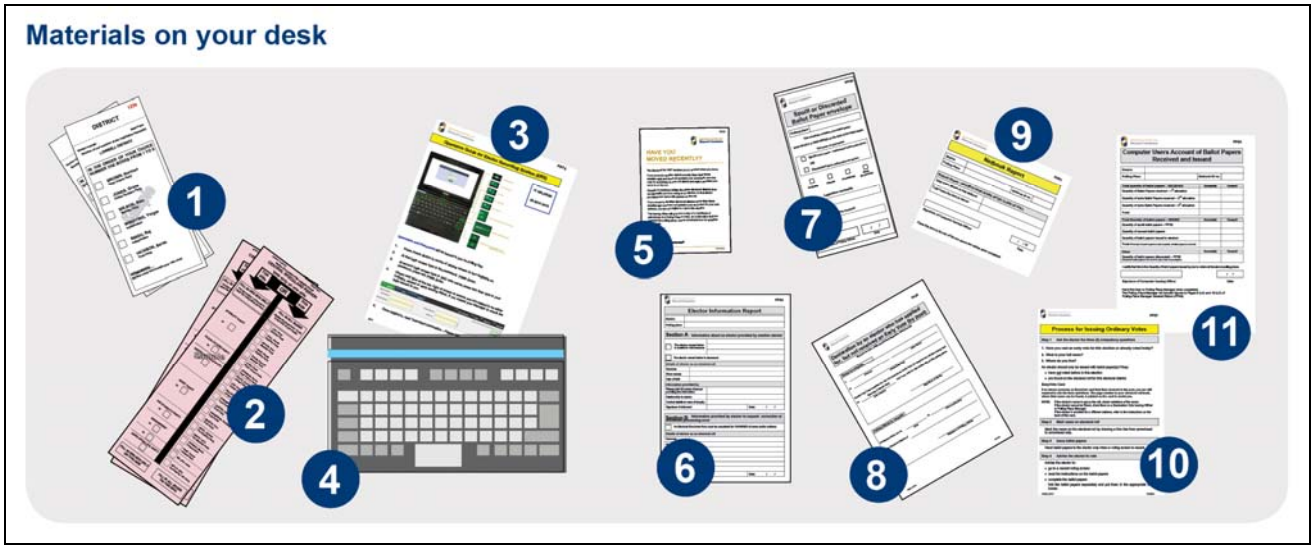
Pack 5 — Ordinary Issuing Officer (ERS computer users)

Item Number	Quantity	Description of Materials
		ENVELOPES / FORMS
3136	10	Envelope – PP36 *Spoilt or Discarded Ballot Paper envelope*
3121	1	Form – PP21 *Have you moved recently?* (A5 laminated card)
3134	2	Form – PP34 *Elector Information Report* (pad)
3135	3	Form – PP35 *Declaration by an elector who has applied for, but not received an Early Vote (by post)*
3137	1	Form – PP37 *Process for Issuing Ordinary Votes* (manual vote issuing)
3142	6	Form – PP42 *Here's how you mark your ballot paper!* (A3 poster)
8300	1	Form – PP64 *Computer Users Account of Ballot Papers Received and Issued*
3174	1	Form – PP74 *ERS Operators Guide*
1784	1	Name Card – PP20 *Polling Official* c/w plastic card holder
		GENERAL STATIONERY
1166	1	Notepad – Blank paper (A6)
1377	1	Pad Post-it Notes Yellow (76mm x 76mm)
1390	1	Pencil sharpener
1927	1	Pencils with string attached (pack 6)
1805	2	Pen ball point (black ink)
2274	1	Thimbelletes (pack of 10 mixed sizes)

After login

Check user type is **ORDINARY**, if not ask your Manager to check the allocated Username and Password.

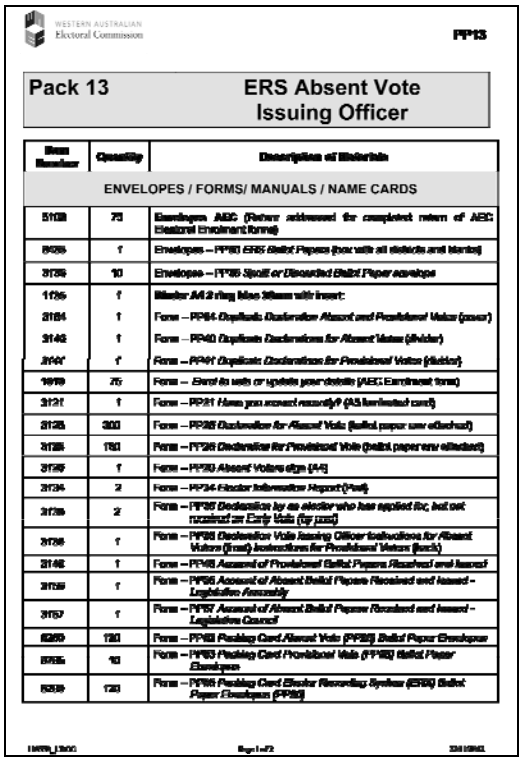




1. District ballot papers pads of '50', with numbered tabs
2. Region ballot papers pads of '50'
3. Guide for Electronic Recording System (PP74)
4. Netbook
5. Have you moved recently? card (PP21)
6. Elector Information Report pad (PP34)
7. Spoilt or Discarded Ballot Paper envelopes (PP36)
8. Declaration by an elector who has applied for, but not received an Early Vote (by post) (PP35)
9. Netbook Report (PP91)
10. Process for Issuing Ordinary Votes (manual vote issuing) (PP37)
11. Computer Users Account of Ballot Papers Received and Issued (PP64)

DECLARATION VOTE ISSUING OFFICER ISSUING OFFICER

Materials



WESTERN AUSTRALIAN Electoral Commission

PP13

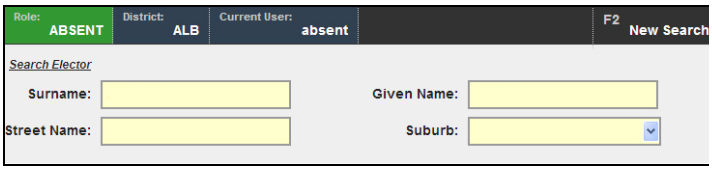
Pack 13 — ERS Absent Vote Issuing Officer

Item Number	Quantity	Description of Materials
		ENVELOPES / FORMS/ MANUALS / NAME CARDS
5128	75	Envelopes ABC (Return addressed for completed return of AEC Electoral Enrolment forms)
5125	1	Envelopes – PP90 ERS Ballot Papers (box with all districts and blanks)
3126	10	Envelopes – PP35 Spoilt or Discarded Ballot Paper envelope
1126	1	Binder A4 2 ring blue 25mm with insert:
2184	1	Form – PP84 Duplicate Declaration Absent and Provisional Votes (paper)
3142	1	Form – PP40 Duplicate Declarations for Absent Votes (divider)
3141	1	Form – PP41 Duplicate Declarations for Provisional Votes (divider)
1919	75	Form – Enrol to vote or update your details (AEC Enrolment form)
2121	1	Form – PP21 Have you moved recently? (A5 laminated card)
3125	300	Form – PP25 Declaration for Absent Vote (ballot paper envelope)
3126	150	Form – PP26 Declaration for Provisional Vote (ballot paper envelope)
3129	1	Form – PP29 Absent Voters sign (A4)
3134	2	Form – PP34 Elector Information Report (Pad)
3135	2	Form – PP35 Declaration by an elector who has applied for, but not received an Early Vote (by post)
3136	1	Form – PP36 Declaration Vote Issuing Officer Instructions for Absent Voters (front) Instructions for Provisional Voters (back)
3140	1	Form – PP46 Account of Provisional Ballot Papers Received and Issued
3156	1	Form – PP56 Account of Absent Ballot Papers Received and Issued – Legislative Assembly
3157	1	Form – PP57 Account of Absent Ballot Papers Received and Issued – Legislative Council
5269	120	Form – PP69 Packing Card Absent Vote (PP25) Ballot Paper Envelope
5125	10	Form – PP90 Packing Card Provisional Vote (PP26) Ballot Paper Envelopes
5259	120	Form – PP90 Packing Card Elector Recording System (ERS) Ballot Paper Envelopes (PP90)

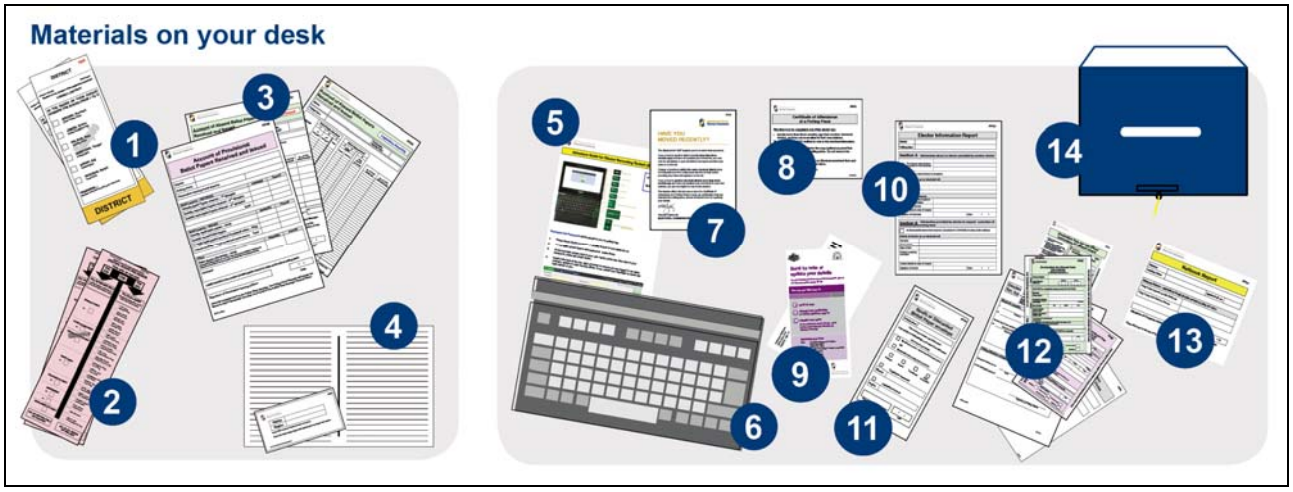
PP13_1306 Page 1 of 2 3361963

After login

Check user type is **ABSENT**, if not ask your Manager to check the allocated Username and Password.



10 district envelopes for each electoral district; use the blank envelopes to write in the district and region if you have used all 10 for a district.



1. District ballot papers pads of '10', with numbered tabs
2. Region ballot papers pads of '50'
3. Account of Absent Declaration Ballot Papers Received and Issued – Legislative Assembly (PP56) and Legislative Council (PP57), Account of Provisional Declaration Ballot Papers Received and Issued (PP46)
4. Declaration vote envelopes for ERS ballot papers (PP90)
5. Guide for Elector Recording System (PP74)
6. Netbook
7. Have you moved recently? card (PP21)
8. Certificate of Attendance at a Polling Place(PP75)
9. Electoral Enrolment forms and envelopes
10. Elector Information Report pad (PP34)
11. Spoilt or Discarded Ballot Paper envelopes (PP36)
12. Declaration Vote Issuing Officers Instructions for Absent and Provisional Votes (PP38), List of Streets, Maps of Regions and Districts, Declaration for Absent Vote envelopes (PP25), Declaration for Provisional Vote envelopes (PP26),Duplicate declaration votes file (PP84), Declaration by an elector who has applied for, but not received an Early Ballot paper (by post) (PP35)
13. Netbook Report (PP91)
14. Ballot Box (declaration votes)